Getting Started

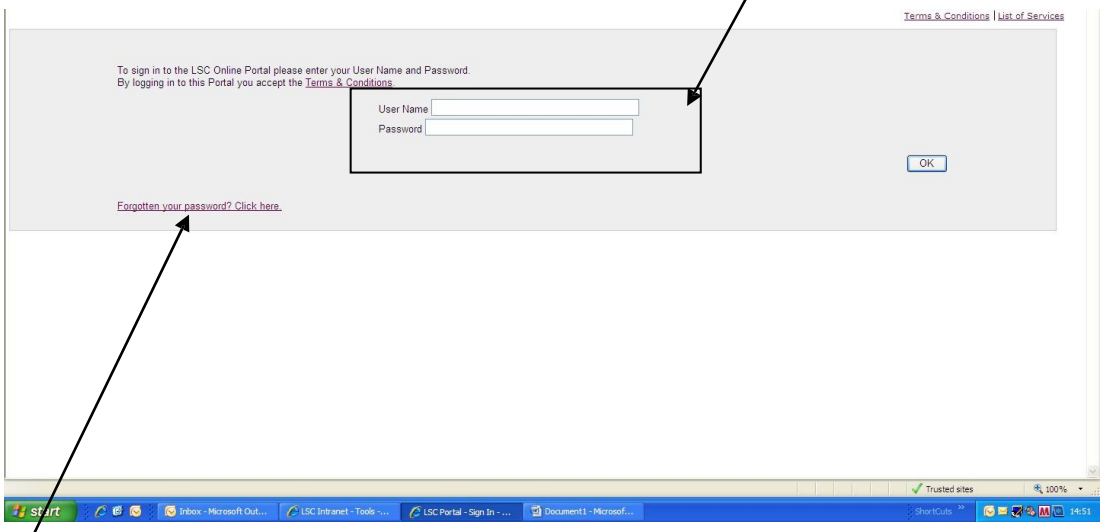
Logging Into CCLF

CCLF is accessed from a portal called **LAA Online**.

1. Click on the following link to access the LAA Online portal or copy and paste the link into your Internet browser.

   https://lsconline.legalservices.gov.uk/

2. This is the LAA Online login screen. Enter your **User Name** and **Password** (note that the password field is case sensitive). These should have been provided to you by email. Please contact **LAA Online Support** if you have not received these.

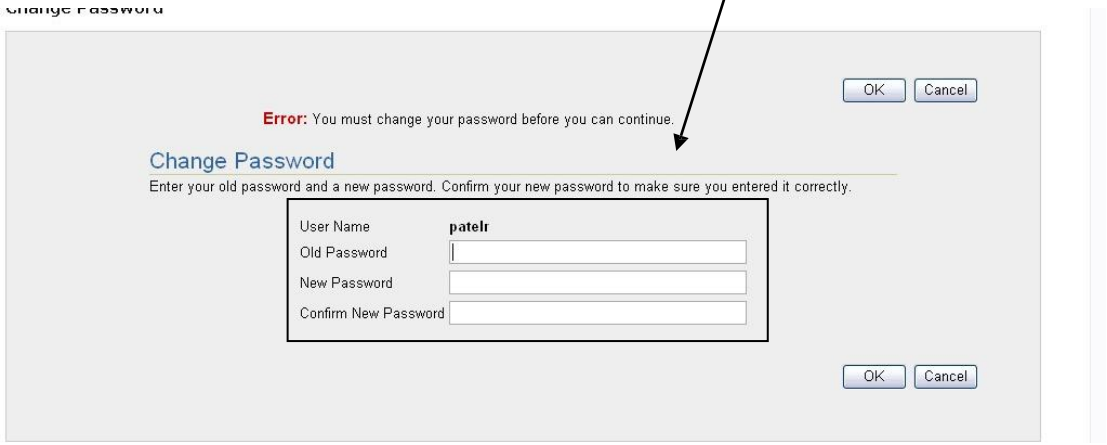

Terms & Conditions | List of Services
To sign in to the LSC Online Portal please enter your User Name and Password.
By logging in to this Portal you accept the Terms & Conditions.
User Name
Password
OK
Forgotten your password? Click here.

Note: there is also a link available to request your password if you have forgotten it. Your password will be reset and a new one will be emailed to you.

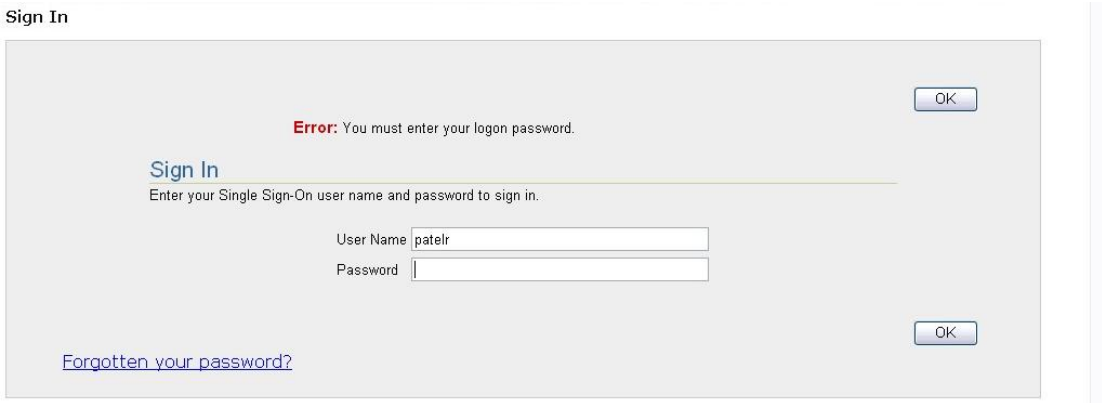
3. Click **OK** to login to LAA Online.

Passwords

The first time you login you will be asked to change your password. You will be directed to the Change Password screen.



1. Enter your old password.
2. Enter a new password. The password should be a minimum of 8 characters with a mixture of alpha and numeric characters.
3. Enter your new password again in the Confirm New Password field.
4. Click OK.
5. You will be directed back to the login screen. Enter your new password again and click OK.



Note: You will also be prompted to change your password if you request a new password and every 60 days for security purposes.

LAA Online Welcome Screen

Once you are logged in you will be directed to the LAA Online Welcome Screen. A list of the LAA Applications will be displayed.

Click on the link to CCLF. If the link is missing, please contact LAA Online Support.

Logged in as: COOPE | Terms & Conditions | List of services | Log out
Welcome to the LSC Online Portal. Please click a link below to access the LSC application you require.
If you have any technical problems, please contact the LSC Online Support Helpdesk or visit the LSC website @ www.legalservices.gov.uk (Launches in a new window).
LSC Applications:
Contracted Work & Administration (CWA)
Submit CDX (Crime Lower) / CMRF (Legal Help Level 1 and 2 claims) / CMSF (New Matter Starts) and manage your LSC Online Users and Contacts
Crown Court Litigators Fee (CCLF)
Enter Crown Court Litigator Fee claims and associated disbursements
(Launches in a new window)

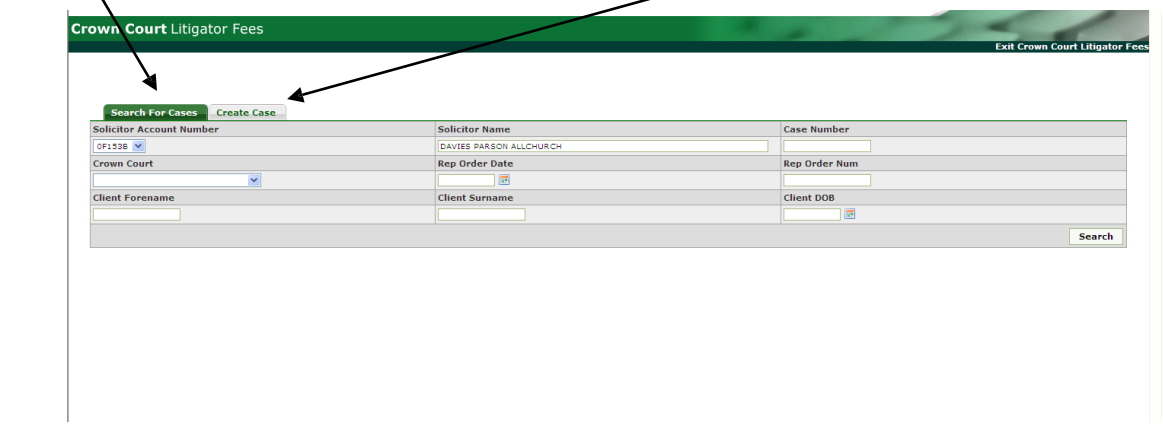
CCLF Screens

The CCLF system is split into four screens:

- Search for cases
- Create Case
- Case Summary
- Bill Details

The screens are accessed via the tabs along the top of the screen. Please avoid using the back button on your Internet Browser bar to go back to a previous screen. Use the relevant tab instead.

The first screen is **Search for Cases,** shown in the image below. It is the active screen and therefore the tab is highlighted in green. The **Create Case** screen is also available, click on the white tab to view the screen.

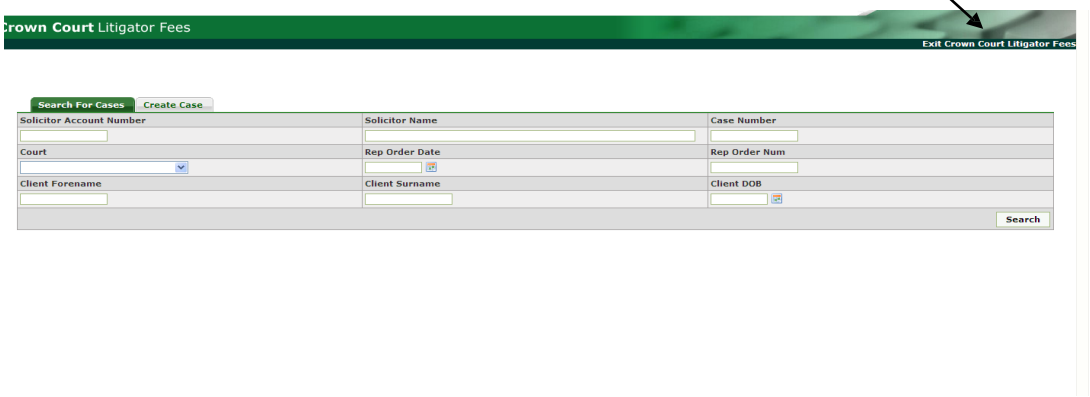


Log Out of CCLF

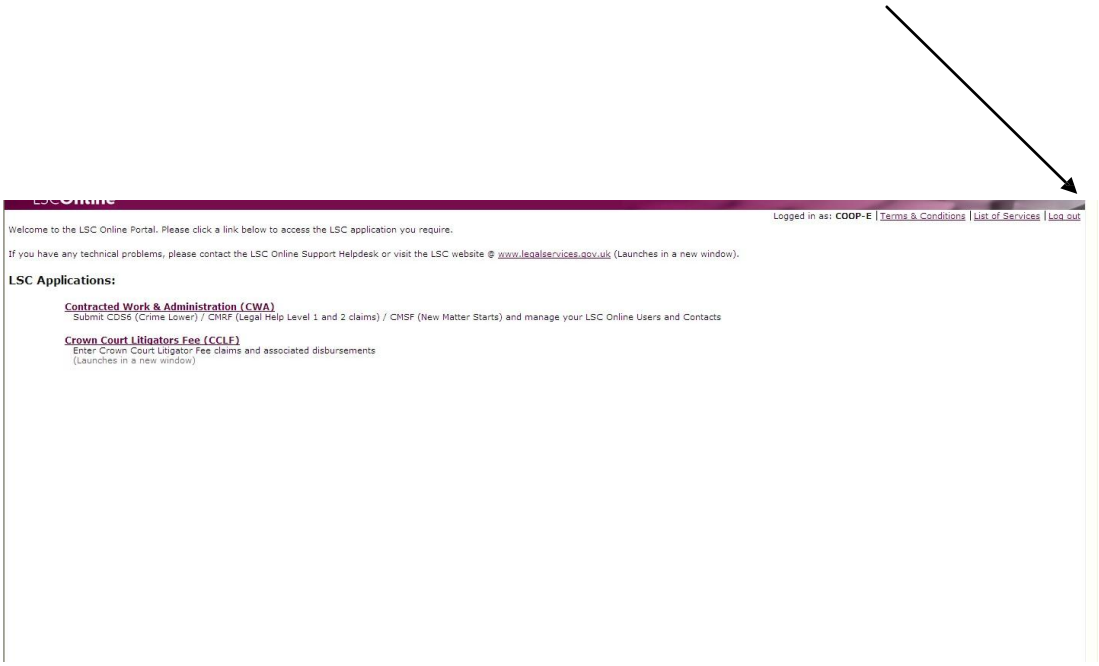
To log out of CCLF:

1. Click on the Exit Crown Court Litigator Fees link in the top right corner of the screen.

   Please do not use the Red X to exit.



2. You will be directed back to the LAA Online Welcome screen. Click on the logout link in the top right corner of the screen.


Logged in as: COOP-E | Terms & Conditions | List of Services | Log out
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Enter Crown Court Litigator Fee claims and associated disbursements
(Launches in a new window)

Note: if you are inactive for more than 30 minutes while using CCLF, you will be automatically logged out. This will result in the loss of any cases / claims that have not been "saved / committed".